

INSTRUCTION NO.
LI 12-1

LI 12-1
SAFETY AND HEALTH
Revised 9 September 1980

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SUBJECT: Office of Logistics Safety and Health Program

REFERENCE:

1. GENERAL

This instruction serves to establish a Safety and Health Program within the Office of Logistics (OL) consistent with the statutory and regulatory requirements contained in the referent. This program is designed to promote recognition of safety and health standards within the OL and permit uniformity of application as well as to reinforce specific responsibilities. The program is further intended to re-affirm OL's basic commitment to eliminate safety and health hazards whenever discovered and to continue to pursue a vigorous campaign for continued improvement.

2. POLICY

- a. To implement this vital program, an OL Safety and Health Committee is established comprised of the following members:

Deputy Chief, Supply Division, OL - Chairman
Deputy Chief, Logistics Services Division, OL
Deputy Chief, Real Estate and Construction
Division, OL
Deputy Chief, Printing and Photography Division,
OL
Deputy Chief,
Safety Officer, Security Staff, OL
Committee Coordinator - P&PS/OL

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The committee will function under the general direction of the Director of Logistics in promoting and encouraging greater safety awareness within the OL.

- b. Employees are the key ingredient in the success or failure of any safety program; therefore, the effectiveness of this program depends upon active participation and full cooperation of all OL personnel. Each employee is urged to comply fully with established occupational safety and health standards and to report potential safety hazards immediately.

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3. RESPONSIBILITIES

a. Safety and Health Committee:

The Committee will be responsible for the overall implementation of a uniform safety and health program within OL and be guided in its efforts by the provisions contained in the referent. In discharging this obligation, the Committee shall:

- (1) Promote the development of common safety standards and establish uniform criteria for their application.
 - (a) Ensure proper safety equipment and protective clothing are made available where required to protect employees against potentially hazardous equipment or exposure to potentially hazardous agents. See paragraph 4 below for guidelines concerning the issue of protective clothing.
 - (b) Ensure that safety equipment and personal protective clothing are properly identified in each component's fiscal year budget to ensure availability of funds.
- (2) Establish education and training programs for employees to increase their awareness of occupational hazards and arrange with the Office of Medical Services to conduct courses in Cardio-pulmonary Resuscitation (CPR) procedures.
- (3) Improve and emphasize safety and health awareness programs:
 - (a) Compile and maintain a current listing of safety and health-awareness films and video tape cassettes that can be made available for presentation on a periodic basis.
 - (b) Employ promotional materials, including literature racks, wall posters, etc., to emphasize the program.

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- (4) Review ongoing policies relating to health and safety and provide guidance to ensure conformance to established policies, procedures, and standards.
- (5) Submit periodic statements of the Committee's accomplishments for inclusion in the Agency's annual Occupational Safety and Health Report prepared by the Office of Security (OS) for submission to the Department of Labor.
- (6) Participate in the interpretation of statutory requirements into practical application within the OL.
- (7) Assist in formulating recommendations to the D/L to enhance and refine existing programs.
- (8) Assess program performance periodically to ensure that OL personnel are being provided with a working environment free of safety and health hazards.

b. OL Security Staff

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The OL Security Staff will appoint an OL Safety Officer whose responsibilities shall include:

- (1) Conduct periodic safety inspections of the OL area in the [REDACTED]
- (2) Maintain liaison between OL and the Safety Branch, OS, on matters relating to safety.
- (3) Submit reports of unsafe conditions and of accomplishments in support of the safety and health program to the OL Safety and Health Committee.
- (4) Prepare and maintain an updated Fire Emergency Plan for [REDACTED]
- (5) Distribute safety and health promotional materials to OL components and maintain the literature distribution racks for these materials in the [REDACTED]
- (6) Periodically present to groups of employees in the [REDACTED] a safety or health awareness film.

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c. Printing and Photography Division (P&PD), Logistics Services Division (LSD), Real Estate and Construction Division (RECD), [REDACTED]

(1) The chiefs of the above OL components will appoint a Safety Officer for their respective elements whose responsibilities shall include:

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- (a) Conduct periodic safety inspections within assigned areas of responsibility, at least quarterly, to ensure compliance with established safety standards. Such inspections shall be conducted independently of the periodic inspections performed by OS required by referent [REDACTED] (P&PD's area of responsibility is the P&P Building, LSD's is the Motor Pool, RECD's is the power plant and special purpose utility rooms at Headquarters, [REDACTED])
- (b) Maintain liaison with appropriate officials in GSA* and the Safety Branch, OS, on matters involving safety.
- (c) Ensure that health and safety promotional material distributed within the Agency is brought to the attention of every employee.
- (d) Periodically present to groups of employees a safety or health awareness film.
- (e) Maintain statistical information on accidents and submit reports on unsafe conditions and accomplishments in support of the safety and health program to the OL Safety and Health Committee.
- (f) Enroll key supervisory personnel in safety and health-related courses and seminars.
- (g) Prepare and maintain an updated Fire Emergency Plan for the assigned area of responsibility. [REDACTED]

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*RECD and P&PD will maintain liaison with LSD instead of GSA.

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- (2) Issue internal directives and implement instructions consistent with this instruction.

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4. ISSUANCE OF PROTECTIVE CLOTHING

- (a) Protective clothing may be made available for temporary use of a group of employees performing certain tasks, or issued to individual employees for their exclusive use. The former practice is to be followed wherever practicable. An example of the latter would be special shoes that must be individually fitted and do not lend themselves to sharing.
- (b) Generally, the test of whether protective clothing or devices should be issued at Government expense is "whether it is such as the employee might reasonably be expected to furnish as a part of the personal equipment necessary for him to perform the regular duties of his position" (Office of General Counsel 77-5220, 24 Aug. 1977). Based on this opinion, a hard hat might be furnished to someone working in a hazardous area since the employee should not be expected to routinely own such a hat; on the other hand, a raincoat and hat should not be furnished a courier who is often performing his duties in inclement weather since he should be expected to routinely own such equipment.
- (c) When the OL Safety and Health Committee cannot decide whether protective clothing or equipment should be provided by the Government, the matter will be referred to the Office of General Counsel.

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